

**Advisory Committee
Town of Hanover
550 Hanover Street
Hanover, MA 02339**

Meeting Minutes of September 11, 2013

Committee Attendees: Helen Graves, John O’Leary, Jerry O’Hearn, Wayne Moores, Jim Van Arsdale, Chris Martin, Nicole Duhamel, Donald White

Others: Finance Director Janine Smith, Town Manager Troy Clarkson, Facilities Engineering Manager Bob Murray, Fire Chief Jeff Blanchard, Deputy Fire Chief Barbara Stone

Helen Graves, acting as temporary chairman, opened the meeting at 7:00 p.m. in the Advisory Committee Hearing Room at Town Hall.

Introduction of new members:

New Advisory Committee members, Chris Martin, Nicole Duhamel, and returning member, Donald White were introduced.

Finance Update: Janine Smith, Finance Director distributed information from Moody’s about short term borrowing. Janine mentioned that the Town’s new finance system; Soft Right would be used to produce reports this year. She asked Advisory Committee members to let her know if there was certain information they would like to see on the departmental employee reports for the FY2015 budget. The Committee asked to review a sample report from Soft Right. Department budget requests are due by December 1.

Town Manager Update: Town Manager, Troy Clarkson distributed a budget schedule for FY2015. He requested the Advisory Committee’s feedback on this schedule.

Capital Planning: Facilities Engineering Manager, Bob Murray distributed a report which outlined Town building improvements, expected costs, and projected completion dates. This list was compiled based on information from the DRA Study. He asked that the Advisory Committee review the raw data contained in the reports. John O’Leary requested that Advisory Committee member, Wayne Moores be involved in the capital planning process with Robert Murray, Troy Clarkson, and Janine Smith.

A discussion about posting the capital budget and bond payment schedule on the Town’s website was discussed.

Ambulance Receipts: Fire Chief Jeff Blanchard provided an overview of Ambulance Receipts collected for FY2013, and projected for FY2014. The Board of Selectmen voted to increase ambulance rates in October 2012. He also reviewed current Fire Department Staffing.

Chief Technology Director: John O’Leary asked about the status of hiring a Chief Technology Director. The School Department has recently hired several employees with some IT background. This position is still under review.

Special Town Meeting: Troy Clarkson provided an update on the October 2013 Special Town Meeting. Two petition articles have been submitted so far for this meeting. One article requests CPC funding to complete outstanding work at Forge Pond Park. The second requests funding for improvements to the athletic fields at Hanover High School.

John O’Leary requested a report from the Town Manager and the Director of Public Works, which outlines how the Parks and Recreation Committee are going to self-fund maintenance at Forge Pond Park through revenues from programs and tournaments. It was discussed, that the Parks and Recreation Committee has not yet provided this information, and it is necessary to determine whether Forge Pond Park can be self-funded.

Chris Martin provided information about the athletic fields at the High School.

Wind Turbine: Troy Clarkson provided a brief update on the status of the Wind Turbine.

Advisory Committee Reorganization: Jim Van Arsdale made a motion to nominate John O’Leary as Chairman of the Advisory Committee for FY2015. Chris Martin seconded the motion, and it was so voted unanimously.

Donald White made a motion to nominate Helen Graves as Vice Chairman of the Advisory Committee for FY2015. Jerry O’Hearn seconded the motion, and it was so voted unanimously.

Helen Graves made a motion to nominate Nicole Duhamel as Clerk of the Advisory Committee for FY2015, Jim Van Arsdale seconded the motion, and it was so voted unanimously.

Helen Graves made a motion to adjourn the meeting at 8:50 p.m. Jerry O’Hearn seconded the motion, and it was so voted unanimously.

Prepared by: Audrey Barresi, Advisory Committee Secretary